

## Day 1 - OS X

Manual/Reference: <http://www.apple.com/support/macbasics/>  
<http://www.apple.com/support/icloud/>

8.30am

### 1. OS X Mavericks

#### 1.1 Hardware Controls: System Preferences

##### 1.1.1 Creating User Accounts

Creating your own personal account.

##### 1.1.2 Energy Saver

Configuring the energy saver settings.

##### 1.1.3 Trackpad

Configuring trackpad settings and gestures.

##### 1.1.4 Desktop and Screen Saver

Configuring the desktop picture, screen saver and hot corners.

##### 1.1.5 Network

Connecting your Mac to a wireless network.

##### 1.1.6 Printers

Installing a printer.

##### 1.1.7 Keyboard shortcuts

Where to find and configure keyboard shortcuts.

#### 1.2 The Mac Desktop

##### 1.2.1 The Menu Bar

Apple Menu, Application menu and menu items.

##### 1.2.2 Main Desktop Access Gestures

Gestures for Mission Control and full screen apps.

#### 1.3 The Dock

##### 1.3.1 Customising the Dock

Adding and removing applications from the Dock.

Customising Dock Magnification.

##### 1.3.2 Running and Quitting Apps

Running, quitting and monitoring apps in the Dock.

##### 1.3.3 Managing Stacks and Trash

Viewing and managing Stacks.

Viewing and managing Trash.

#### 1.4 The Finder window

##### 1.4.1 Finder toolbar

Views and Quick Look.

##### 1.4.2 Sidebar

Favourites, Devices, Shared and Tags.

##### 1.4.3 Manipulating windows

Resizing, Default size, Minimising and Maximising.

##### 1.4.4 Spotlight searching

Math equations, Dictionary and search terms.

#### 1.5 File Operations

##### 1.5.1 Creating Documents

- Creating, saving and Document Info.
    - 1.5.2 Duplicating, Renaming and Moving Documents
      - Duplicating, Renaming and Moving Documents.
    - 1.5.3 Deleting Documents
      - Deleting a document that you no longer need.
    - 1.5.4 Sharing Documents
      - Saving a document in another format.
  - 1.6 Gestures Review
    - Review of gestures for Mission Control and full screen apps.
  - 1.7 Utilities
    - Keychain, Disk Utility and Time Machine.
  - 1.8 Managing Files
    - 1.8.1 Sorting and arranging documents/files
      - Configuring View Options.
    - 1.8.2 Smart folders and advanced search
      - Creating smart folders and using multiple search terms.
  - 1.9 More file operations
    - 1.9.1 Review
      - Review of section 1.5.
    - 1.9.2 Locking documents
      - Locking a document to preserve its contents.
    - 1.9.3 Browsing versions
      - Creating multiple version of the same document.
  - 1.10 Other Applications to be Explored
    - 1.10.1 Automator
      - Automating repetitive tasks.
    - 1.10.2 Dashboard
      - Installing and using Dashboard widgets.
- 10.30am Tea break
- 10.45am
- 2. Internet
    - Will need fast internet connection for this section.
    - 2.1 Connecting to the Internet
      - Ethernet and Wireless connections.
    - 2.2 Mac App Store
      - Creating a free Mac App store account using your email address.
      - Downloading iBooks Author.
    - 2.3 iCloud
      - 2.3.1 Account creation
        - Using your Mac App store account (AppleID) to activate your iCloud account.
      - 2.3.2 Account configuration
        - Configuring iCloud using the iCloud system preference.
        - Activating your me.com Email.

- 2.4 Mail
  - Sending and receiving Mail using your iCloud email account.
  - Email to other teachers or students.
- 2.5 Address Book
  - Adding contacts to Address Book.
  - Sample contacts can be other teachers or students.
- 2.6 iCal
  - Adding events to calendar.
- 2.7 Safari
  - 2.7.1 Wikispaces
    - Creating a Wikispaces account.
  - 2.7.2 iCloud
    - Accessing your iCloud information through a web browser interface.
- 2.8 Messages
  - Sending and receiving messages to other teachers.
- 2.9 FaceTime
  - Videoconferencing with other teachers.

12.45am Lunch

2.00pm

- 3. iTunes - Will need fast internet connection for this section.  
Manual/Reference: <http://help.apple.com/itunes/mac/11.1/>
  - 3.1 Configuring iTunes with your Mac App Store account
  - 3.2 Downloading Books
    - Search for and download books with the iBooks application.
  - 3.3 Downloading Podcasts
    - Search for and download podcasts related to the subjects taught.
  - 3.4 Downloading iTunes U
    - Search for and download podcasts related to the subjects taught.
  - 3.5 Downloading Apps
    - Search for and download apps related to the subjects taught.
  - 3.6 Importing music from CDs or MP3 files
    - Search for and download audio files.
  - 3.7 Importing videos
    - Downloading videos from Youtube.
    - Importing videos into iTunes.

4.00pm Q&A

4.30pm Close

## Day 2 - Content Creation

8.30am

### 5. Photo Booth

Manual/Reference: Choose Help in the Photo Booth application

#### 5.1 Photos

Taking photos to be used in a project later.

#### 5.2 Taking videos with Photo Booth

Taking videos to be used in a project later.

#### 5.3 Special Effects in Photo Booth

Adds interest to photos and videos.

### 6. QuickTime Screen Recording

Manual/Reference: Choose Help in the QuickTime Player application

#### 6.1 Recording video

Useful to record lectures. Video to be imported to iMovie later.

#### 6.2 Recording audio

Useful to record lectures. Audio to be imported to GarageBand later.

#### 6.3 Screen Capture

Useful to record slides or on screen actions.

Video to be imported to iMovie later.

### 7. iPhoto

Manual/Reference: <http://help.apple.com/iphoto/mac/9.5/>

#### 7.1 Import

Import the Desktop pictures that you copied in the earlier lesson.

Import photos and videos from the iPad.

#### 7.2 Create a slideshow

Explore the built in slideshow feature.

#### 7.3 Create a calendar

Create a calendar and save as PDF.

Integrate with the Malaysia holidays iCal.

10.30am Tea break

10.45am

### 8. GarageBand

Manual/Reference: <http://help.apple.com/garageband/mac/10.0/>

#### 8.1 Create a new project

#### 8.2 Loops

Add Apple audio loops to the project. Add audio recorded in QuickTime.

#### 8.3 Export

Export audio file to be used later.

9. iMovie

Manual/Reference: <http://help.apple.com/imovie/mac/10.0/>

9.1 Import video

Use the video and screen captures that we took earlier.

9.2 Start a new project

Based on the subject taught by the teacher.

9.3 Add video to your project

9.4 Enhance your project

Add transitions, titles, narration and music.

9.5 Share your movie

Export video file for use later.

12.45am Lunch

2.00pm

10. Sharing

10.1 Upload to website

Create a new Wikispaces page and upload media to it.

10.2 iBooks Author

Manual/Reference: <http://help.apple.com/ibooksauthor/mac/>

Create an iBooks Author file and export it as a digital text book.

4.00pm Q&A

4.30pm Close